

## Project Coordinator - Leadership Academy

### **The time to lead is now**

We envision a world where half of all leaders are women. We have been evolving over the past few years and are one of the more prominent leadership development programmes for women across the world, as well as a pioneer of innovative financing for education. We are now ready to take our leadership structure to the next level and are looking for a leader who is aspiring to do something revolutionary and impactful. We hire highly motivated, passionate individuals who are innovative and thoughtful in their approach to getting things done.

Founded in 2012, Wedu is a social enterprise whose mission is to nurture the leadership development of women leaders around the world by supporting their unique, lifelong journeys with leadership development programmes, opportunities and funding for education. These women leaders are inspiring individuals who are committed to changing the status quo in their communities. Today, we are proud to have worked with over 2,000 women leaders across 26 countries who form the pillar of a growing global community of mentors and partners spanning 96 countries in total. We believe this community has the power to achieve large-scale social impact. We are currently registered in the UK, Thailand, and Cambodia with an ambitious long-term growth plan for Asia and beyond.

Wedu has been featured in:



### **Your role**

We're looking for the next great person to join our team. The project coordinator will be primarily responsible for the overall administration and coordination of the 2021 YSEALI Women's Leadership Academy (WLA) over a period of 10 months.

The YSEALI WLA will bring together 40 youth leaders from throughout ASEAN and Timor-Leste for a week of workshops and networking activities in Jakarta, Indonesia, tentatively in September 2021, online training will start in March 2021. You will be responsible for organising and coordination of the project's implementation, including and not limited to implementing the logistic plans, tracking project progress and deadlines, preparing monthly reports, and coordinating meetings. The role will have you collaborating with Wedu staff, the YSEALI WLA Alumni network, U.S embassies, our partners and stakeholders in ASEAN and Timor-Leste.

In particular, the role may involve any of the following:

- Provide overall administrative support and coordination to the project
- Maintain all project documentation including reports, quotations, evaluations, analyses, assessments as per project requirements
- Assist in tracking progress of report deadlines and any other submissions related to the project
- Provide support to financial administrator including compiling and coordinating expense sheets and any other related documents related to finances
- Provide support to project manager in managing vendor payments related to the programme
- Provide support to project manager in selecting speakers and trainers for the programme
- Provide support to project manager for monthly reporting submission
- Assist with the execution of the logistics plan including researching and confirming event venues, and liaising with the logistics agency on participants and speaker details
- Organise and document meetings in relation to the project
- Provide support to the communications coordinator who will be updating social media platforms
- Other tasks as needed by the programme or Wedu

### **Do you have what it takes?**

Qualifications:

- At least 5-7 years working experience, with at least 3 years experience working in a project management capacity, preferably in a nonprofit, social enterprise, or an international development environment.
- Highly organized multi-tasker with strong attention to detail and deadline
- Essential project administration skills, including organising, coordinating and documenting
- Clear and concise communication abilities, both written and verbal
- Independent, self-starter with proven ability to work autonomously as part of a geographically distributed team
- Demonstrated professionalism and flexibility in a fast-paced, deadline-driven environment.
- Fluency in verbal and written English
- Have working experience in an international or regional organisation, or bilateral agencies are preferred.
- Prior experience in managing development aid grants, especially from the U.S State Department is preferred.
- Good writing skills, including the ability to write short updates for both external (social media updates, website articles) and internal (newsletters) audiences.
- Financial administration skills, and experience in using some finance reporting tools

### **Organisational arrangements**

The Project Coordinator will functionally report to the Project Manager who will manage this project. The successful candidate will be employed as an independent contractor of Wedu. Locally competitive remuneration will be provided in line with the candidate's experience and skill sets.

Due to the nature of the project and the funding associated with it, this position is strictly for a period of up to 10 months.

Given the current pandemic and uncertainty about the future of mobility, the position is intended with remote work arrangements. Wedu embraces modern work practices and has flexible working arrangements – you are expected to deliver what is required, and working hours are largely dependent upon your time management and productivity.

**Apply Now!**

We are looking for one candidate to fill in this position by December 1, 2020. Interested candidates should complete the application form on our website at [Get Involved - Work With Us](#). If you are experiencing problems with the form, please email [talent@weduglobal.org](mailto:talent@weduglobal.org)